

# Brasenose College Library

## Information for Undergraduates



### Welcome to the Library

Fellow Librarian Simon Palfrey, College Librarian Liz Kay and Assistant Librarian Joanna Mills welcome you to the Brasenose Library.

Our delightful library is an integral part of Brasenose; it is the heart of the college. Inside this beautiful, warm, inviting space you can enjoy silent sociability while you study.

There is no need to feel daunted by our historic past or any lack of familiarity with old buildings; the relaxed vibe ensures a pleasing, friendly and supportive place in which to think, plan, read and write. Of course, with that privilege comes responsibility and we expect you to respect and look after the library and consider other users.

All students can use the University (Bodleian) Libraries while the College library is for **BNC members only**.

The simplest and probably the best way to find information about the library is the Brasenose [LibGuide](#) which is aimed at current students requiring practical information about using the library. It provides helpful information and is a quick, easy to use resource that will be a useful point of reference during your time here. Do have a look before you arrive in October.

The [Bodleian libraries](#) group has shared library policies but those in departmental or college libraries will most certainly differ. With a few exceptions, Nuffield for economists being one, you may use **only** the college library of your own college. There are, of course, many smaller libraries to explore in addition to the main Bodleian libraries to which you have access [www.bodleian.ox.ac.uk/libraries/libraries](http://www.bodleian.ox.ac.uk/libraries/libraries) .

Common features across (nearly) all of the libraries include entry via your library card (referred to as Bod or University card), the library catalogue (searched via SOLO) and access to electronic databases and journals.

### The Brasenose Libraries

The Del Favero Reading Room, History Library, Smith Reading Room and the Stallybrass Library constitute the Brasenose College Libraries. They are often referred to collectively as “The Library”.

**Del Favero Reading Room** (also referred to as the **Main Library**) – modern languages, English language and literature, politics, ancient history, classics, economics, management, theology and general reference items such as dictionaries.

**History** – history and politics (access is via the Del Favero Reading Room)

**Smith Reading Room** (also referred to as **Cloisters**) – physics, chemistry, maths and computing, engineering, geography, biological sciences (including medicine), music and art.

**Sally** – law

There are also books which are not on open access but are available for loan. These are located within the College stacks or the Reserve collection. (You will need to ask a member of staff if you require one of these books.)

## Opening Hours

The College libraries are exclusively for the use of college members and are accessible 24/7 via the fob you receive on arrival at BNC. Should you have problems with your fob please contact the IT office.

Library staff are usually around the library between 8am and 4pm Monday – Friday.

## Working in the library and finding books

The library is a place for quiet study. It is a convenient, friendly place to work and offers Wi-Fi, Ethernet ports, printing and photocopying facilities. Unfortunately, owing to the popularity of the library it is not possible to reserve desks.

Books can be easily taken out at our self-issue machines, and returned at specific returns points. Renewals can be made online, via email or by re-issuing on the self-issue system.

Please visit our [LibGuide](#) for all details concerned with how to use and work in the library.

The College library contains books in most subject areas. Generally regarded as an undergraduate library in terms of books available on the open shelves, there are also books suitable for graduate study and some texts have been specifically purchased with graduate studies in mind.

SOLO is the mechanism for searching the Oxford libraries' catalogue <http://solo.bodleian.ox.ac.uk>

You will also need to sign in with your [Oxford Single Sign-on \(SSO\)](#) to obtain full search results when using SOLO.

The shelfmark system at Brasenose College is based around subject areas. See the [LibGuide](#) for details.

## Online resources

The following can be accessed from the library. (Remember to use your SSO (single sign-on) to gain full access.)

[SOLO: Search Oxford Libraries Online](#) – library catalogue

[Online library resources - general link](#)

[E-journals A-Z](#)

## Naxos Spoken Word Library

BNC has a subscription to the Naxos Spoken Word Library. Access to this fabulous resource is open to all students and staff for study purposes. The resource contains English and German literature, classic fiction, plays, poetry, sacred texts, philosophy, great epics, history and language.

<http://www.naxosspokenwordlibrary.com/>

To use the service, you need to sign up in the library so please ask a member of library staff for help.

## Training/user education

The Bodleian iSkills workshops run throughout the year and the [getting started guides](#) are a great place to find out about using the Bodleian libraries. Subject and research guides can be found in the full range of [Bodleian LibGuides](#) in addition to those on “getting started” and workshop information

**iSkills-** <http://libguides.bodleian.ox.ac.uk/workshops> a programme of classes designed to help you to make effective use of electronic and other library resources in your research and learning. *If you are new to Oxford, you may find that attending one of the short basic courses (“Finding Stuff”) on SOLO saves you a lot of time in the long run.*

We wholeheartedly encourage you to take advantage of these.

## College library community

- [Join us on Facebook](#)
- [Follow](#) us on Twitter
- Check out our recent purchases via [LibraryThing](#)
- Read the library and archives [blog](#)
- Suggest books for purchase
- Talk to your student library reps. (College library reps attend termly meetings with library staff)

## Orientation/induction

**You are obliged to attend a Brasenose library orientation/induction session.** If you are unable to attend, or require clarification or assistance at any time, please do not hesitate to email or drop into the library.

It is also important that you join the induction webinar and go on a tour of your subject library. See below.

## A message from the Bodleian Libraries

Libraries will play a big part during your time at Oxford, whether providing access to online articles on your reading list or helping you find that elusive book. The Bodleian Libraries is the library service supporting the University and can help you get the most out of your course. **A short 30-minute webinar has been scheduled into your timetable to introduce you to the Bodleian Libraries and how they can help you. This will take place via Microsoft Teams. There is no need to register; just click the link in your timetable to**

**join. You will get the best experience by joining via the [Teams desktop app](#), but you can join via a browser too (Google Chrome is recommended).** If you have any accessibility requirements you would like to declare, please contact [usered@bodleian.ox.ac.uk](mailto:usered@bodleian.ox.ac.uk).

Additionally, you can attend a tour of your subject library. Details are on our [Getting Started webpage](#) where you can also watch a brief welcome video. For details of the library/libraries for your subject area, and to watch a brief video about the subject library, visit our [Libraries web page](#)."

## Special collections

In addition to the working collections held in the four main areas, the College Library has two older collections:

- the pre-1640 collection consisting of approximately 2560 items
- the collection known as the Stamford Collection (owing to its previous location in Stamford House basement) which contains an eclectic range of books mostly dating between 1640 and the late 1700's.

Please visit our [LibGuide](#) and [website](#) for more details.

**N.B. The Stamford Collection is currently offsite and inaccessible while remedial work continues in the room where it is usually housed.**

## Archives

The College Archivist, Helen Sumping (maternity leave until Feb/March 2023), and Assistant Archivist, Annaliese Griffiss, share the Muniment Room with library staff, which is just a few steps away from the library photocopier. The Brasenose Archives are the official administrative records of the College and a rich historical resource of college life and its members since foundation in 1509. <https://bnc.ox.ac.uk/about-brasenose/history>

## Contact details

College Librarian	Liz Kay	<a href="mailto:liz.kay@bnc.ox.ac.uk">liz.kay@bnc.ox.ac.uk</a>
Assistant Librarian	Joanna Mills	<a href="mailto:Joanna.mills@bnc.ox.ac.uk">Joanna.mills@bnc.ox.ac.uk</a>
Rare Books Cataloguer	Sophie Floate	<a href="mailto:sophie.floate@bnc.ox.ac.uk">sophie.floate@bnc.ox.ac.uk</a>
Library		<a href="mailto:library@bnc.ox.ac.uk">library@bnc.ox.ac.uk</a>

We look forward to meeting you and wish you a happy and rewarding experience at Brasenose!

*Please note that in the event of Covid restrictions in college there will be some adjustments to the library service.*